



DEPARTMENT OF THE ARMY  
CALIFORNIA ARMY NATIONAL GUARD  
HEADQUARTERS, CAMP ROBERTS  
CAMP ROBERTS, CALIFORNIA 93451-5000



CACR-TSM

3 October 2004

MEMORANDUM FOR Record

SUBJECT: Headcount SOP

1. **Purpose.** This memorandum prescribes duties and responsibilities that pertain to the Camp Roberts Dining Facility (DFAC) Headcounters.
2. **Reference.** DA PAM 30-22 dated 30 August 2002 is the basic reference for this SOP.
3. **Assignment.** The DFAC Manager will assign personnel (E-5 or above) the additional duty of headcounters as required. The DFAC Manager will provide the necessary forms, DA Form 3032 (Signature Headcount Sheet), Camp Roberts Dining Facility Cash Collection Log, money to be used for making change, a copy of this SOP and current Table of Meal Rates. The Table of Meal Rates will also be posted at the front counter.
4. **RESPONSIBILITIES.** The headcounter is responsible for accurate accounting for each individual admitted to the dining facility for meals. The importance of this duty cannot be over emphasized.
5. **SPECIFIC DUTIES OF THE HEADCOUNTER.** The headcounter will check each person on entering the DFAC to determine which form (DA Form 3032 or Camp Roberts Dining Facility Cash Collection Log) the dinner will sign. All personnel entering the DFAC will sign the appropriate form regardless of whether a full meal or only a portion of a meal is consumed. This includes all members of the food service preparation staff and other contract personnel.
  - a. **DA FORM 3032 (Signature Headcount Sheet)**
    - (1) Individual authorized to eat without paying will show a meal card (DD Form 714) issued by Camp Roberts or be listed on a unit roster submitted by a commander receiving a "catered meal" service.
    - (2) Individual diners will sign the DA Form 3032; the headcounter will annotate the last four digits in the SSN.
    - (3) A one-line entry is approved provided personnel are taken to the DFAC as a group by the designated individual (CPL or above) signing for the group. Personnel arriving at the DFAC on an individual basis will use the regular individual headcount accounting procedures.

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**b. Camp Roberts Dining Facility Cash Collection Log**

(1) Camp Roberts Dining Facility Cash Collection Log (CRFCCL) will be utilized when feeding individuals without a meal card and not listed on a unit roster for "catered meal" service.

(2) The rate charged the individual will be IAW the current Table of Meal Rates. Military personnel on IDT status or on orders for duty (and without a meal card or listed on a unit roster for "catered meal" service) will pay the standard rate. All other will pay the contract rate.

(3) The CRFCCL will be accounted for and utilized as indicated below:

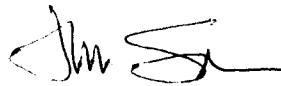
(a) The DOL, using DA Form 3546-R (Control Record for Dining Facility – DD 1544; Blocks 1-4), will sign and number each CRFCCL form, and issue to the DFAC Manager as required.

(b) The headcounter will require each individual (if applicable) to enter his/her signature and the price of the meal being consumed in the prescribed columns of the Form.

**(c) Any disagreement about costs of meals or status of individuals will be brought to the attention of the DFAC Manager.**

6. **HEADCOUNT FORMS COMPLETION.** At the conclusion of each meal and if applicable, the headcounter will sign CRFCCL in accordance with specific guidance from the DFAC Manager. It and all DA Forms 3032 will be turned into the DFAC Manager and he will review all records for completion and accuracy and account for all monies prior to the release of the headcounter from duty. Once completed, a copy of the CRFCCL and cash register receipt (roll) will be forwarded to the DOL and kept on file. Likewise, copies of completed DA Form 3032 will be submitted to the DOL and kept on file.

7. My telephone number is CAGNET 68201.



JOHN F. SMITH  
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